

Madison Police Department

Police Promotional Process Services



December 11, 2023

PREPARED BY
PAS CONSULTING GROUP®

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Madison Police Department
Attn: Captain Mike Allen
100 Hughes Road
Madison, AL 35758

RE: Police Promotional Process Services

Captain Allen:

PAS Consulting Group® (PASCg) is pleased to have the opportunity to submit this technical proposal to the Madison Police Department (MPD). Included within, we describe our plan to provide promotional processes for the ranks of Police Sergeant, Police Lieutenant, and Police Captain.

Based in Dunwoody, GA (the Atlanta metropolitan area), and with a nationwide presence, PASCg is a **certified Women-Owned Small Business (WOSB)** and **Disadvantaged Business Enterprise (DBE)** consisting of a team of consultants who are experts in the development and administration of selection and testing processes within public safety agencies. This proposal and the services we provide are based on three guiding principles: **quality for MPD, fairness for the candidates, and positive results for the community**. Our approach and methodology for incorporating these principles into successful promotional processes can be found on the following pages.

Should you have any questions, please contact me at NPolk@PASConsultingGroup.com or (404) 931-1472.

Sincerely,

A handwritten signature in blue ink, appearing to read "Niki Polk".

Niki Polk, M.A., PMP, SPHR, SHRM-SCP
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TABLE OF CONTENTS

Executive Summary.....	1
Investment	2

Executive Summary

The purpose of this proposal is to provide services resulting in eligibility lists for the ranks of Sergeant, Lieutenant, and Captain within the City of Madison Police Department (MPD). The scope of work is intended to include the steps mentioned below; changes may be made based on input from MPD to ensure the process meets best practices and MPD's desired outcomes.

- **Stakeholder and Project Planning Meeting**
 - Meet with MPD stakeholders to discuss MPD's mission, vision, and goals for the process
 - Establish a mutually agreeable timeline for meetings and key deliverables
- **Job Analysis and Examination Plan**
 - Conduct a job analysis to gain validity evidence for the promotional processes
 - Develop an examination plan for each rank based on relevant and important job tasks and critical knowledge, skills, and abilities needed upon promotion
- **Candidate Preparation Presentation**
 - Prior to the administration of a promotional process, provide at least one candidate preparation presentation
- **Written Examination Design, Development, and Administration (if applicable for the rank of Sergeant)**
 - Identify a list of reference materials (e.g., policies, supervisory books, etc.)
 - Develop and provide a draft written examination for subject matter expert review
 - Finalize and score the written examination
- **Assessment Center Design, Development, and Administration**
 - Discuss relevant topics that can be incorporated into one or more exercises
 - Develop exercises and associated rating criteria for subject matter expert review
 - Train assessors to score candidates during the assessment center
 - Finalize and administer the assessment center to candidates
- **Project Results**
 - Provide written examination results (for the rank of Sergeant) immediately upon completion of the administration of the written examination
 - Provide assessment center results immediately upon completion of the scoring process, along with combined scores incorporating all elements included in promotional decisions
 - Conduct a debrief with assessors and MPD stakeholders regarding the applicable process and overall candidate trends in performance
 - Gather candidate impressions about the applicable promotional process
 - Provide candidate feedback reports for each participating candidate
 - Provide technical and litigation assistance, if needed

Investment

The following tables exhibit the breakdown of costs based on assumed candidate counts and the work described within this proposal. Costs assume that the processes will be developed concurrently and administered consecutively. If there is a challenge, question, or concern about a promotional process, PASCg will be available to provide technical and professional assistance to the City and MPD throughout the life of the agreement. We will also provide four hours of consulting time, without charge, in defense of a process if it is legally challenged and/or litigated within six months of administration. The first year of the contract will be for \$23,000.00, and each subsequent year will exclude the tasks marked with an asterisk (*), along with a \$500 discount, totaling \$21,000.00/year.

Police Sergeant	
Description of Services	Cost
Stakeholder and Project Planning Meeting*	\$250.00
Job Analysis and Examination Plan Development*	\$250.00
Written Examination Design, Development, Administration, and Results (if applicable)	\$3,500.00
Assessment Center Design, Development, Administration, and Results	\$7,000.00
Candidate Feedback Reports	No Charge
TOTAL INVESTMENT	\$11,000.00

* Indicates those processes that are only applicable the first year of a contract.

Police Lieutenant	
Description of Services	Cost
Stakeholder and Project Planning Meeting*	\$250.00
Job Analysis and Examination Plan Development*	\$250.00
Assessment Center Design, Development, Administration, and Results	\$6,000.00
Candidate Feedback Reports	No Charge
TOTAL INVESTMENT	\$6,000.00

* Indicates those processes that are only applicable the first year of a contract.

Police Captain	
Description of Services	Cost
Stakeholder and Project Planning Meeting*	\$250.00
Job Analysis and Examination Plan Development*	\$250.00
Assessment Center Design, Development, Administration, and Results	\$6,000.00
Candidate Feedback Reports	No Charge
TOTAL INVESTMENT	\$6,000.00

* Indicates those processes that are only applicable the first year of a contract.